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ABSTRACT

The document outlines a curriculum designed to prepare students for advanced health occupations. It is divided into four sections which offer basic information for: registered nurse and licensed practical nurse (32 units); dental assistant (19 units); medical assistant (26 units); and ward clerk (10 units). Each unit is divided into several topics for learning. A bibliography of books and suggested textbooks, and suggestions for speakers from the different disciplines are included. (EC)

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ADVANCED HEALTH OCCUPATIONS

PHASE III

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UNIT I

ADVANCED HEALTH OCCUPATIONS

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UNIT I

REGISTERED NURSE AND LICENSED PRACTICAL NURSE

Objectives

- To have knowledge of the role of the Registered Nurse and the Licensed Practical Nurse and the educational and job requirements.
- To acquire a knowledge of the causes of disease and the body's responses to it.
- To be able to communicate with patients, health team members, health facility personnel, and persons in the community, using appropriate methods of terminology.
- To provide opportunities for observation and/or employment in a health care facility.

Topic 1: Educational Requirements for the Registered Nurse

A. Selection of School
   1. Types of Nursing Programs
B. Licensing Requirements
C. Information on Nursing Schools
D. Pre-Nursing Educational Requirements
E. Personal Qualifications
F. Interests
G. Job Duties for Nurses Employed in Hospitals
H. Job Duties for Public Health Nurses
I. Job Duties for School Nurses

Topic 2: Educational Requirements for the Licensed Practical Nurse

A. Selection of School
   1. Information on L.P.N. Schools
B. Licensing Requirements

C. Pre-Nursing Educational Requirements

D. Personal Qualifications

E. Job Duties

Topic 3: Review and Practice in Health Skills

A. Making Beds

B. Bathing Patients

C. Feeding Patients

D. Body Mechanics

E. Giving Treatments

F. Blood Pressure, Temperature, Pulse, and Respiration

Topic 4: Review of Hospital Organization and Function

Topic 5: Review of Health Team Concept

A. Theory

B. Functions

Topic 6: Review of Communications

A. Importance of Communications

B. Skills in Communications

Topic 7: Review of General Rules for Charting

A. Charting Methods

B. Standard Hospital Charts

C. Use of Patient's Chart as a Legal Document

D. Confidentiality of Chart Information

Topic 8: Legal Aspects of Nursing

A. Legal, Professional, and Public Status of the Nurse

1. Licensure

2. Statutory Limits on Professional and Practical Nursing

3. Nursing Code of Ethics

Topic 9: Review of Microbiology As Applied to Nursing

A. Methods of Identification

B. Methods of Disease Production

C. Resistance and Transmission of Disease

D. Infectious Diseases in Man

Topic 10: Causes of Disease and the Body's Response to Illness

A. Predisposing Causes

B. Specific Causes

C. Nursing Implications

D. The Body's Response to Illness and Injury

1. Process of Inflammation

2. Antigen-Antibody Reaction

3. Immunity

4. Allergies

E. Diagnosis of Illness

1. Diagnostic Tests

2. Medical Diagnosis

Topic 11: Care of the Patient With an Infectious Disease

A. General Principles of Nursing Care

B. Spread of Infectious Diseases

C. Specific Nursing Measures to Control the Spread of an Infectious Disease

Topic 12: The Surgical Patient

A. Pre-Operative Period

B. Anesthesia

C. Post-Operative Period

Topic 13: The Critically Ill Patient

A. General Principles of Nursing Care for the Critically Ill

1. Respiration
2. Regulation of Fluid Intake
3. Maintenance of Normal Body Temperature
4. Excretion of Wastes
5. Emergency Situations
6. Maintenance of Circulation
7. Emotional Aspects of Nursing the Critically Ill

Topic 14: The Cancer Patient

A. Causes of Cancer

B. Symptoms

C. Diagnosis

D. Treatment

E. Nursing Care

Topic 15: Care of Elderly Patients

A. Definition of Aging

B. Nature of Aging

C. Practices in Care of Elderly People

Topic 16: Rehabilitation

A. Definition

B. Conditions Requiring Therapy

C. Rehabilitation Activities

D. Therapeutic Devices

Topic 17: Review of Therapeutic and Emergency Measures

A. Conditions Requiring Emergency Care

B. Hemorrhage and Shock Control

C. Artificial Respiration

D. Use of Emergency Equipment

E. Transportation in Emergency Situations

F. Application of Binders, Bandaging, and Splints

Topic 18: Mother and Child Care

A. Preparation for Child Bearing

B. Prenatal Examination

C. Routine Instructions for Pregnant Mothers

D. Preparation for Baby

E. Follow-Up Examinations for Mother and Baby

F. Care of the Newborn

G. Emergency Care of Mother and Baby

H. Care of Infant and Child

1. Newborn 0-1
2. Child 1-3
3. Child 3-6
4. Child 6-12
5. Adolescent

I. Hygienic Care and Personal Grooming

J. Babysitting

Topic 19: Care of the Patient With Skin Disorders

A. Diagnosis

B. Treatment

C. Nursing Care

Topic 20: Care of the Patient With Disorders of the Musculoskeletal System

A. Diagnosis

C. Treatment

C. Nursing Care

Topic 21: Care of the Patient With Disorders of the Cardiovascular System

A. Blood

1. Diagnosis

2. Treatment

3. Nursing Care

B. Vessels

1. Diagnosis

2. Treatment

3. Nursing Care

C. Heart

1. Diagnosis

2. Treatment

3. Nursing Care

Topic 22: Care of the Patient With Disorders of the Respiratory System

A. Diseases

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 23: Care of the Patient With Disorders of the Digestive System

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 24: Care of the Patient With Disorders of the Accessory Organs of Digestion

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 25: Care of the Patient With Disorders of the Urinary System

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 26: Care of the Patient With Disorders of the Endocrine System

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 27: Care of the Patient With Disorders of the Reproductive System

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 28: Care of the Patient With Disorders of the Nervous System

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 29: Care of the Patient With Disorders of the Eyes, Ears, and Throat

A. Disorders

B. Diagnosis

C. Treatment

D. Nursing Care

Topic 30: Sterilization of Medical and Surgical Supplies

A. Types

B. Procedures

Topic 31: Maintenance of Medical Supplies and Equipment

A. General Care

B. Inventory and Supplies

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UNIT II

ADVANCED HEALTH OCCUPATIONS

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UNIT II

THE DENTAL ASSISTANT

Objectives

Students should have knowledge of:

- Attitudes and responsibilities for the profession of Dental Assistant.
- Dental anatomy, physiology, and related pathology.
- Dental pharmacology and related responsibilities.
- Dental equipment, materials, supplies, and their use.
- Responsibilities involved in operative dentistry.
- Preventive dentistry, and be able to communicate this knowledge to others.

Topic 1: The Dental Assistant and the Profession

A. Areas of Service

B. Individual Requirements for the Position

C. Status of the Dental Assistant

D. Organizational Interests

E. Certification

Topic 2: The Dental Office

A. Office Environment

B. Office Space and Arrangement

C. Practice Procedures

Topic 3: Written Communications

A. Handling Mail

B. Insurance Forms

C. Handling Claims

Topic 4: Review of Microbiology As Applied to Dentistry

A. Methods of Study and Identification

B. Methods of Disease Production

C. Resistance and Transmission of Diseases

D. Microorganisms Related to Oral Infections

Topic 5: Review of Sterilization and Disinfection As Applied to Dentistry

A. Microorganisms of Medical and Dental Importance

B. Microorganisms on Dental Equipment

C. Methods

Topic 6: Dental Anatomy and Physiology

A. Bones of the Oral Cavity

B. Temperomandibular Joint

C. Supporting Structures of the Teeth

D. Muscles of Mastication

E. Salivary Glands

F. Teeth

G. Structure of Teeth

Topic 7: Oral Histology

A. Composition and Classification of Tissues

B. Tooth Development

C. Mature Dental Tissues

D. Oral Mucosa

E. Supporting Tissues of the Teeth

Topic 8: Microorganisms Associated With Oral Infections and Conditions

A. Review of Microbiology

B. Dental Problems

C. Necrotizing Ulcerative Gingivitis

D. Syphilis

Topic 9: Dental Pathology

A. Definition

B. Reaction of Tissues to Injury

C. Developmental Abnormalities

Topic 10: Pharmacology

A. Responsibility and Standards Related to Drugs

B. Administration of Drugs

C. Modifying Actions of Drugs

D. Weights and Measures

E. Prescriptions

F. Actions and Dosage

Topic 11: Dental Materials

A. Gypsum Products

B. Impression Materials

C. Dental Cements

D. Amalgam

E. Golds and Other Materials

F. Investments and Casting Procedures

Topic 12: Dental Equipment and Care

A. Review of Care of Equipment

B. The Dental Unit

C. Surgical Equipment

D. Handpieces

E. Items in Dental Operating Cabinet

F. Equipment

Topic 13: Supplies

A. Supply Maintenance

B. Source

C. Ordering-Receiving

D. Payment

E. Storage

F. Inventory

Topic 14: Preventive Dentistry

A. Definition

B. Oral Prophylaxes

C. Technique of Prophylaxis

Topic 15: Dental Roentgenology

A. Importance of X-Rays

B. Dangers of X-Rays

C. Types of Radiation

D. X-Ray Machines

E. Dental Films

F. Darkroom Facilities

G. Chemistry of Development

H. Darkroom Procedure

I. Films and Mounting

J. Intraoral Radiography

K. Extraoral Radiography

Topic 16: Anesthesia and Oral Surgery

A. Anesthesia

B. Oral Surgery

Topic 17: Operative Dentistry

A. Dental Caries and Operative Dentistry

B. Objectives in Operative Dentistry

C. Terminology of Operative Dentistry

D. Classification of Cavities

E. Steps in Cavity Preparation

F. The Dental Team

G. Instrument Exchange

H. General Office Duties

I. Chairside Duties in Operative Dentistry

Topic 18: Pedodontics

A. History

B. Definition

C. The Primary Dentition

D. The Child From 2-6

E. The Child From 6-12

F. Pedodontic Procedures

Topic 19: Special Projects

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UNIT III

THE MEDICAL ASSISTANT

Objectives

Students should have knowledge of:

- The personal qualities and qualifications of a Medical Assistant.
- Drugs, solutions, and their effects.
- Hematology and the hematologic preparations needed in the physician's office.
- The functions and results of skin tests, smears, and the general preparation of cultures.
- The legal and professional liabilities and responsibilities associated with a medical office.

Topic 1: The Profession of Medicine

A. Different Specialities in Medicine

B. General Practice

Topic 2: Medical Practice Requirements

A. Licensure; Prerequisites

B. Licensing

C. Grounds for Revocation or Suspension

Topic 3: The Mature Personality

A. What Makes Up the Mature Personality?

Topic 4: Review of Microbiology As Related to Medical Assistants

A. Methods of Study and Identification

B. Methods of Disease Production

C. Resistance and Transmission of Disease

Topic 5: Review of Sterilization and Disinfection As Applied to the Medical Assistant

A. Microorganisms of Medical Importance

B. Microorganisms on Medical Equipment

C. Methods

Topic 6: Legal Relationship of Physician and Patient

A. Creation of a Contract

B. Termination of a Contract

C. Breach of Contract

Topic 7: Professional Liability

A. Malpractice

B. Additional Tort Liability

C. Breach of Contract

D. Professional Liability Insurance

Topic 8: Physician's Public Duties and Responsibilities

A. Reports and Services

B. Physician As a Witness

C. Criminal Liabilities

D. Patient's Records and the Law

E. Practicing Medicine Without a License

F. Miscellaneous Legal Points

Topic 9: Types of Medical Practice

A. Individual Private Practice

B. Partnerships

C. Employer-Employee

D. Group Practice

E. Closed Panel

F. Industrial or Salaried

Topic 10: Types of Medical Care

A. General Practitioner and Specialists

B. Comprehensive Care

C. Hospital Progressive Patient Care

Topic 11: Basis for Determining Fees

A. Prevailing Rates in the Community--Usual and Customary Basis

B. Insurance Allowance

C. Relative Value Scales

Topic 12: Health and Accident Insurance Programs

A. Group

B. Personal

C. Workman's Compensation

Topic 13: Government Medical Care Programs

A. Social Security Act Programs

B. Public Assistance

C. Serviceman's Dependents and Veterans

D. Regional Health Centers

E. Community Mental Health Centers

Topic 14: Examination Room Techniques

A. The Patient

B. Supplies

C. Generalized Assisting Roles

D. Examining Techniques

E. Physician Aspects of Examining Room

F. Preparation of Trays

G. Injections

H. Assisting Minor Surgery

I. Basic Minor Surgical Trays

J. Medications and Pharmacology

Topic 15: Written Communications

A. Handling the Mail

B. Insurance Forms

C. Dictation and Transcription

D. Original Written Communications

E. Author and Lecturer

Topic 16: Accounting

A. Accounting Principles and Practices

B. Non-Medical Records

C. Banking Services

D. Taxes

E. Handling Cash

F. Miscellaneous

Topic 17: Credits and Collections

A. Credit Information From Patient

B. Payment Plans

C. Billing Procedures

D. Collection Procedures

Topic 18: Medical Records

A. Contents

B. Importance of Proper Records

C. Ownership

D. Release

Topic 19: Secretarial and Administrative Procedures

A. Indexing and Filing

B. Mailing Services

C. Travel Arrangements

D. Office Equipment, Machines, and Furniture

E. Supplies

F. Meeting and Conference Arrangements

G. Telephone and Telegraph Services

H. References and Sources of Information

I. Administrative Planning

J. Office Housekeeping

Topic 20: Urinalysis

A. Physical Examination

B. Methods of Collecting

C. Pregnancy Tests

D. Chemical Examination

E. Microscope; Proper Identification

Topic 21: X-Rays

A. Dangers and Precautions

B. Preparation of Patient

C. Developing Films

D. Records

Topic 22: Physical Therapy

A. Methods

B. Precautions

C. Massage

D. Electrodiagnosis

E. Currents

Topic 23: Hematology and Bacteriology

A. Use and Care of Microscope

B. Correct Use of Colorimeter

C. Methods Used in Obtaining Blood

D. Blood Cell Counting

E. Blood Chemistry

F. Preparation of Blood for Lab

G. Preparation of Cultures

H. Smears

I. Serum Reactions

J. Skin Tests

Topic 24: Drugs and Solutions

A. Stocking

B. Labeling

C. Storage

D. Medical Samples

E. The Doctor's Bag

Topic 25: Electrocardiography

A. Definition and Purpose

B. Preparation of Patient

C. Application of Electrodes

D. Standardization of Machine

E. Making the Test

Topic 26: Special Projects

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ADVANCED HEALTH OCCUPATIONS

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UNIT IV

WARD CLERK

Objectives

Students should have knowledge of:

- The hospital environment--functions and purpose.
- Methods and levels of communication.
- Clerical responsibilities.
- Emergency care and safety regulations.
- Medical terminology and medical terms.
- Medication orders.
- Responsibilities in special areas.

Topic 1: Orientation to Hospital Environment

A. Functions and Purpose

B. Hospital History

C. Hospital Organization

D. Nursing Service Department

Topic 2: Communications

A. Primary Methods of Communications

B. Levels of Communications

Topic 3: Working Environment

A. Staff and Volunteers

1. Job Descriptions

2. Staff Relations

B. Daily Routine

C. Patients and Visitors

Topic 4: Introduction to Clerical Responsibilities

A. Office Management

B. Routine Records and Reports

C. Standard Chart Forms

D. Supplemental Chart Forms

Topic 5: Patient-Centered Activities--Admission, Transfer, and Discharge

A. Admission Procedures

B. Appointments

C. Transfer Procedures

D. Discharge Procedures

E. Patient Deaths

Topic 6: Relations With Other Departments

A. Dietary Department

B. Laboratory

C. Radiology

D. Pharmacy

E. Physical Therapy

F. Occupational Therapy

G. Housekeeping

H. Laundry

I. Maintenance

J. Central Supply

K. Nursing

Topic 7: Emergencies--Prevention and Handling

A. Preventing Emergencies

B. Functions in Emergencies

Topic 8: Medical Terminology

A. Prefixes and Suffixes

B. Stems

C. Body Parts and Functions

D. Disease Conditions and Injuries

E. Therapeutic Agents and Procedures

Topic 9: Medication Orders

A. Transcription Process

1. Definition

2. Tools

3. General Classification of Orders

Topic 10: Responsibilities in Special Areas

A. Additional General Duties

B. Additional Clerical Duties

C. Transcription of Doctor's Orders

B I B L I O G R A P H Y

Books

Nursing

Becker and Hassler, Vocational and Personal Adjustments in Practical Nursing.

Blake and Wright, Essentials of Pediatric Nursing.

Culver, Modern Bedside Nursing.

Fitzpatrick, Eastman and Reeder, Maternity Nursing.

Hays and Larson, Interacting With Patients.

Keane, Essentials of Nursing.*

Perkins, Principles and Methods of Sterilization in Health Services.

Sawyer, Shafer, McClusky and Beck, Medical-Surgical Nursing.

U. S. Department of Health, Education and Welfare, State Licensing of Health Occupations.

U. S. Department of Labor, Job Description and Organizational Analysis for Hospitals and Related Health Services.

Willig, The Nurse's Guide to the Law.

Wyss and Eklund, Microorganisms and Man.

Dental

Goth, Medical Pharmacology.

Richardson and Barton, The Dental Assistant.*

Wyss and Eklund, Microorganisms and Man.

Medical Assistant

Frederick and Kinn, The Office Assistant.

Bredow and Cooper, The Medical Assistant.*

*Suggested Textbooks

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Ward Clerk

Stryker, The Hospital Ward Clerk.*

Speakers

Nursing

Licensed Practical Nurse

Personnel Director

Registered Nurse

Representative From Board of Nursing

Dental

Dental Assistant

Dental Lab Technician

Dental Hygienist

Dentist

Medical Assistant

Medical Assistant

Physician

Lawyer

Ward Clerk

Ward Clerk

Ward Clerk Instructor

*Suggested Textbooks